



# CITY OF HOUSTON

## Job Posting

	<div>SW</div> <div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>Applications accepted from:</div><div>Job Classification</div><div>Posting Number</div><div>Department</div><div>Division</div><div>Section</div><div>Reporting Location</div><div>Workdays &amp; Hours</div></div><div><div>ALL PERSONS INTERESTED</div><div>FINANCIAL ANALYST II</div><div>PN# 113183</div><div>Convention &amp; Entertainment Fac Department</div><div>General Administration Division</div><div>Support Services/Accounting Section</div><div>1001 Avenida de las Americas</div><div>M-F, 8 a.m. – 5 p.m.*</div></div></div> <div><div>*Subject to change</div></div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>The successful candidate for this position reports to the Convention &amp; Entertainment Facilities Department Division Manager in Accounting.</div><div>Responsibilities will include:</div><div><div><div>• Analyzes financial statements and reports.</div><div>• Compiles financial data and prepares work papers, schedules, graphs and charts.</div><div>• Prepares interpretations of analysis and submits recommendations.</div><div>• Assists in the design and development of financial policies and procedures.</div><div>• Advises department accounting staff in developing and strengthening their financial and accounting capacities.</div><div>• Advise department representatives in the review and evaluation of selected financial reports.</div><div>• Performs other duties and special projects as requested.</div></div></div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position is physically comfortable; the individual has discretion about walking, standing, etc.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Two years of professional experience in finance, economics, budget analysis or a closely related field are required.</div></div>
	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>None</div></div>
14	<div><div>PREFERENCES</div><div><div><div>• Strong oral and written communication skills.</div><div>• Proficiency in SAP and Microsoft office software.</div></div></div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><div><input type="checkbox"/>Yes</div><div><input checked="" type="checkbox"/>No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div></div>
17	<div><div>SALARY INFORMATION</div><div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:</div><div><div>Salary Range - Pay Grade 18</div><div><div>\$1042 - \$1793 Biweekly</div><div>\$27,092 - \$46,618 Annually</div></div></div></div></div>
18	<div><div>OPENING DATE</div><div>September 13, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor lobby. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 759-0838.</div></div>
	<div>An equal opportunity employer</div>

